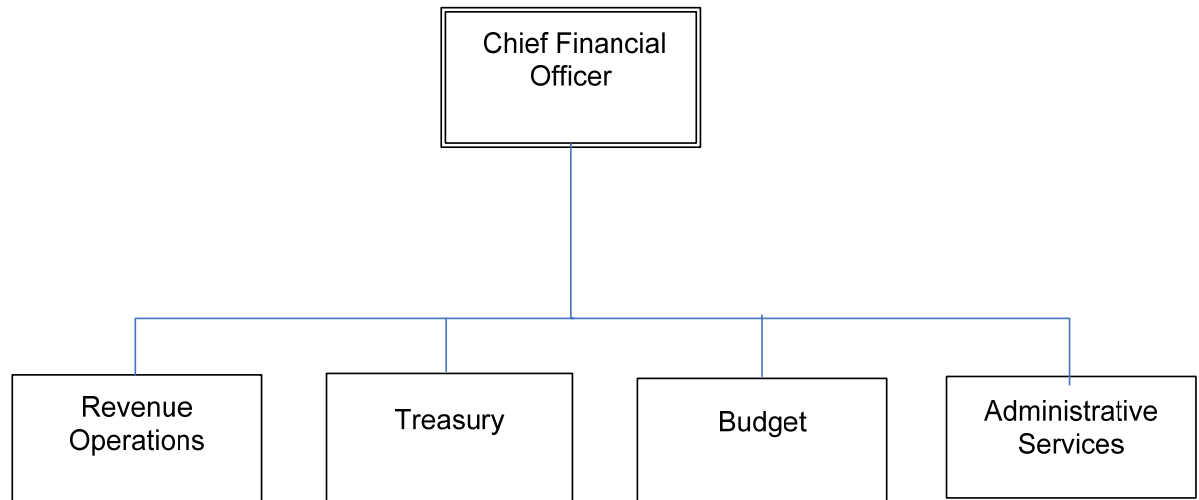




Finance & Administration



FINANCE & ADMINISTRATION

Mission

The mission of the Finance and Administration Department is to provide the highest level of services to our customers while ensuring the fiscal integrity of Louisville Metro Government.

Programs and Services

Revenue:

The purpose of the division is to collect the proper amount of revenues and account for the revenue according to Louisville Metro provisions and laws; to serve the public with a high level of service while performing in a manner to obtain the highest degree of public confidence in our honesty, efficiency, integrity, and fairness.

Treasury:

The division has three distinct functions; management of cash and investments, management of disbursement operations, including Payroll and Accounts Payable and serves as the Finance and Administration technology liaison responsible for coordinating financial projects and system support for Metro Government's financial and payroll systems.

Budget:

This division assists in creating and monitoring the Louisville Metro Government's fiscal plan (operating and capital) by identifying available resources, funding needs, and managing debt.

Administrative Services:

The division is responsible for maintaining financial transactions and preparing accurate financial reports for the government, as well as managing and monitoring the fiscal requirements of grants. In addition, administrative services provides general business support for the department, provides fair, open and competitive procurement services for Metro Government, and minimizes the government's exposure to accidental loss of assets, by analyzing and determining the most cost effective funding methods for property and liability claims.

FINANCE & ADMINISTRATION

Goals & Indicators

Goal: Maintain financial accountability
Measurements:

- Receive an unqualified audit opinion.
- Continue to complete monthly financial statements within 10 working days after month end.
- Maintain bond rating.
- Continue to reconcile bank accounts within 10 working days after receipt of bank statements.
- Continue to issue payment on payables within 5 working days of receipt in Finance.
- Increase efficient and cost saving ways to procure goods and services for Metro Louisville.

Goal: Develop a five-year financial plan with a particular focus on a formal capital improvement plan.
Measurements:

- Continual implementation of CIP during FY08.

Goal: Improve internal and external communications
Measurements:

- Maintain high level of customer satisfaction.
- Continue finance training programs.
- Development of a business manager network.
- Continue staff cross training.
- Complete implementation of paperless employee pay notifications.
- Develop vendor rating system.
- Increase taxpayer access to automated services.

Finance & Administration**Budget Summary**

	Prior Year Actual 2005-2006	Original Budget 2006-2007	Revised Budget 2006-2007	Mayor's Recommended 2007-2008	Council Approved 2007-2008
General Fund Appropriation	12,726,800	9,509,000	13,839,300	23,292,700	23,292,700
Agency Receipts	5,242,100	6,194,300	6,194,400	6,756,700	6,756,700
Total Revenue:	17,968,900	15,703,300	20,033,700	30,049,400	30,049,400
Personal Services	6,483,400	7,165,100	9,071,200	6,972,500	6,972,500
Contractual Services	5,215,200	5,125,000	5,927,200	13,460,500	13,460,500
Supplies	216,000	203,000	203,000	99,900	99,900
Equipment/Capital Outlay	136,800	130,500	130,500	19,000	19,000
Interdepartment Charges	104,200	157,300	159,900	219,700	219,700
Restricted & Other Proj Exp	0	2,922,400	4,541,900	9,277,800	9,277,800
Total Expenditure:	12,155,600	15,703,300	20,033,700	30,049,400	30,049,400
Expenditures By Activity					
Quality Care Charitable Trust	0	0	0	9,251,800	9,251,800
General Adjustments	2,410,700	5,333,100	8,874,700	10,277,800	10,277,800
Finance Operations	9,443,800	10,058,300	10,847,100	10,519,800	10,519,800
Office of Cabinet Secretary	301,100	311,900	311,900	0	0
Total Expenditure:	12,155,600	15,703,300	20,033,700	30,049,400	30,049,400

Finance & Administration	Position Detail	
	Mayor's Recommended FY2007-2008	Council Approved FY2007-2008
Position Allocation (in Full-Time Equivalents)		
Full-time	124	124
Permanent Part-time	1	1
Seasonal/Other	4	4
Total Positions	129	129

Position Title

Account Specialist	1	1
Administrative Assistant II	1	1
Administrative Specialist	1	1
Administrative Supervisor II	1	1
Budget Analyst I	4	4
Budget Analyst II	2	2
Business Manager I	1	1
Buyer I	1	1
Buyer II	3	3
Capital Planning Analyst	1	1
Cash Control Assistant	1	1
Cashier	1	1
Clerk II	3	3
Clerk Typist I	1	1
Corporate Tax Auditor	5	5
Chief Financial Officer	1	1
Executive Administrator	8	8
Executive Assistant	1	1
Finance Accountant I	7	7
Finance Accountant II	1	1
Finance Specialist	9	9
Finance Supervisor I	2	2
Finance Supervisor II	1	1
Finance Technician	1	1
Graphic Specialist	1	1
Info Processing Clerk	6	6
Info Systems Analyst	1	1
Investment Analyst	1	1
Mail Room Operator	1	1
Maintenance Worker II	1	1
Management Assistant	1	1
Paralegal	1	1
Payroll Analyst I	3	3
Payroll Analyst II	1	1
Payroll Coordinator	1	1
Payroll Supervisor	1	1
Purchasing Supervisor	1	1
Receptionist	1	1

Finance & Administration	Position Detail	
	Mayor's Recommended FY2007-2008	Council Approved FY2007-2008
Revenue Administrator	1	1
Revenue Collection Specialist	9	9
Revenue Manager	3	3
Revenue Specialist	1	1
Revenue Supervisor	5	5
Risk Management Analyst	1	1
Risk Management Supervisor	1	1
Risk Management Technician	3	3
Staff Helper/Internal	5	5
Surplus Property Coordinator	1	1
Tax Audit Supervisor	1	1
Tax Auditor I	1	1
Tax Processing Specialist	13	13
Taxpayer Service Representative	5	5